

VIA REGISTERED MAIL
REQUEST FOR DUPLICATION OF PLANS

Date: _____
Site Location: _____
Plan Number (*Residential Subdivision*): _____
Design Professional Job/Project Number: _____

Architect/Engineer : _____ License#: _____

Address : _____ City : _____ State: _____ Zip: _____

Owner(s) : _____

Address: _____ City : _____ State: _____ Zip: _____

The City of Fairfield has received a request for permission to duplicate plans or documents that were originally prepared by your office.

Section 19851 of the Health & Safety Code of the State of California requires that the Building Department, prior to copying plans or documents prepared by a licensed, registered, or certified professional, must first attempt to contact the preparer for permission to copy the plans or documents. Your failure to respond to this letter within 30 days will be treated as consent for duplication of the plans.

I hereby authorize the duplication of the plans indicated herein.

Signed: _____ / _____ Dated: _____
Licensed/Registered Professional / License# & Expiration Date

Signed: _____ Date: _____
Original or Current Owner

Please sign this request and return it no later than 30 days to:

City of Fairfield, Building Division
1000 Webster Street, 2nd Floor
Fairfield, CA 94533
Attn: Selena Orozco / Patty Paat

Due: _____ (30 days from date of mailing)

Thank you for your assistance,

David Doyle, P.E
Building Official

AFFIDAVIT

Date: _____

I _____, request copies of the Official plans for the above-mentioned address. I understand and will comply with the following:

1. Will be responsible for all duplicating fees.
2. That the copy of the plans shall only be used for the maintenance, operations and use of the building.
3. That drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed, or registered professional of record.
4. That subdivision (a) of Section 5536.25 of the Business and Professional Code states that a licensed architect who signs plans, specifications, reports, or documents, shall not be responsible for damage caused by subsequent changes to, or use of, those plans, specifications, reports, or documents, where the subsequent changes or uses, including changes or uses made by State or local governmental agencies, are not authorized or approved by the licensed architect who originally signed the plans, specifications, reports, or documents, provided that the architectural service rendered by the architect who signed the plans, specifications, reports, or documents, was not also a proximate cause of the damage.

Signature of Owner

Address

Phone Number

Email

Internal Use Only _____

Document Location/Notes: